NFC

Procedures

National Finance Center
Office of the Chief Financial Officer
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FEDSTRIP Online Inquiry System (FEDSINQ)

TITLE VI
Systems Access Manual

CHAPTER 7
Procurement And Other Payments
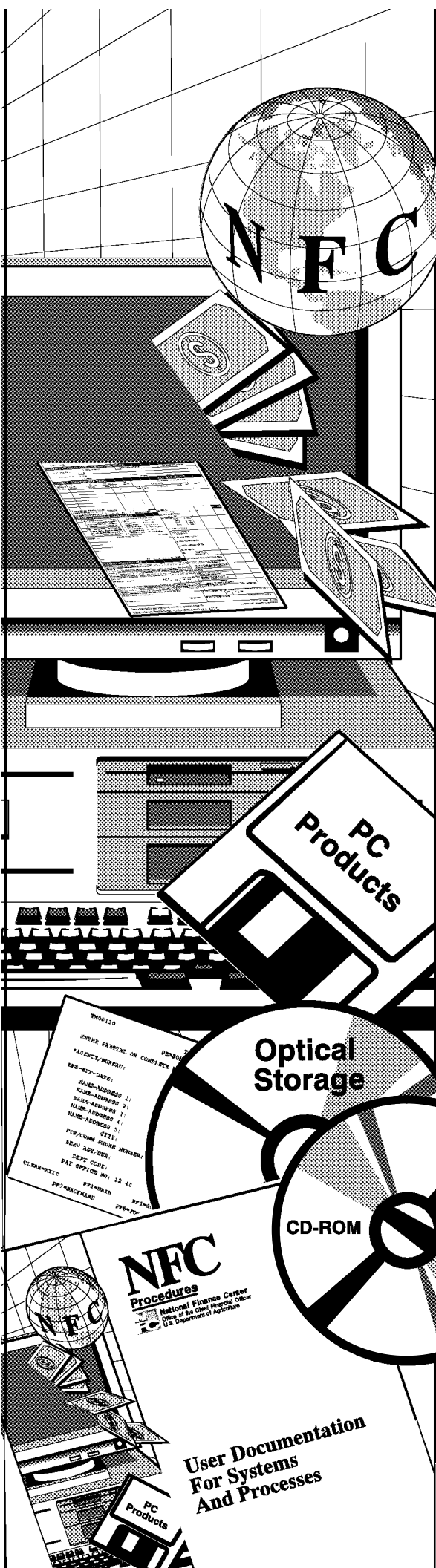
SECTION 10
FEDSTRIP Online Inquiry System

Table Of Contents

About This Procedure

This procedure provides instructions for accessing and operating FEDSTRIP Online Inquiry System (FEDSINQ). The following information will help you to use the procedure more effectively and to locate further assistance if needed.

How The Procedure Is Organized

The major sections of this procedure are described below.

Introduction describes what the system is used for and provides related background information. It also provides security access information and instructions for accessing the system.

System Access provides access security information and instructions for accessing the system.

Operating Features describes the system's design and how to use its operating features.

FEDSTRIP Inquiry (FEDSINQ) Menu gives instructions for selecting options from the system's primary selection screen.

Instructions for each **submenu** and **option** are provided under a separate heading. All options are covered before going to the next option on the main menu. The menu and option screens are presented as figures within the text.

To keep you informed about new or changed information related to this system, National Finance Center (NFC) issues short publications called bulletins or amendments. This procedure and all related bulletins and amendments are listed in the NFC External Publications Index, issued semiannually.

Pages are numbered consecutively at the bottom of each page. If the procedure is amended, point pages (e.g., 3.2, 3.3, etc.) are used as needed to accommodate additional pages. All amended pages are marked at the bottom with the amendment number and date.

If you begin receiving this procedure after it has been amended, you will receive the publications with all amendments and bulletins. Remove and insert amended pages according to the accompanying page control chart so that your procedure is current.

What Conventions Are Used

This procedure uses the following visual aids to identify certain kinds of information:

Convention	Example	
Messages displayed by the system are printed in *italics*.		The message *Key Of Record Not Found On Data Set FEDS0118* is displayed.
Important extra information is identified by a note, warning, caution, or reminder icon in the left margin.	☞ **Note**	If the original record was typed with the GSA requisitioner number/AAC and the agency internal use code, then both fields must be used to query the accounting data. If only the GSA requisitioner number/AAC is typed, the error message *Key Of Record Not Found On Data Set FEDS0118* is displayed.
Figure references link figures with the text. These references are printed in bold sans serif font.		The FEDSTRIP (FEDSINQ) Remote Inquiry Signon screen (FD15) (**Figure 2**) is displayed.
Emphasized text within a paragraph is printed in **bold**.		To select this task, type **11** at the Enter Desired Task ID prompt on the FEDSINQ Menu.
References to headings in the procedure are printed in the same font as figure references.		**Operating Features** describes the system's design and how to use its operating features.
References to keyboard keys are printed in bold and enclosed in brackets.		To return to the main menu, press **[PF1].**
Field names are printed in the margin. Field specifications are printed in *italics*. **Note:** Field entries are identified as *required[1]*, *conditional[2]*, *optional[3]*, *optional default[4]*, or *no entry[5]*.	**Requisitioner**	*Required, alphanumeric; 6 positions* Type the GSA requisitioner number/activity address code (AAC).

[1]Required — You must enter data in the field. (Note: All mandatory fields on EPIC screens are highlighted to distinguish required entries from optional entries. The highlighted fields must be completed to avoid rejection.)

[2]Conditional — You may be required to enter data, based on criteria indicated in the field instructions.

[3]Optional — You may elect to enter data in the field. If the field is left blank, no data is system generated.

[4]Optional default — You may elect to enter data. If the field is left blank, the system generates a default entry.

[5]No entry — You do not enter data in the field. The field instruction states the reason for no entry.

Who To Contact For Help

For questions about the system (including help with unusual conditions), contact Information Center personnel at **504–255–5230.**

For questions about NFC processing, contact the Miscellaneous Payments Section at **504–255–4647**.

For access to FEDSINQ, contact your agency's Information Systems security officer.

For questions about this procedure, contact the Directives and Analysis Branch at **504–255–5322**.

System Overview And Access

The FEDSTRIP Online Inquiry System (FEDSINQ) procedure provides instructions for accessing and operating FEDSINQ. FEDSINQ is used to query the status of FEDSTRIP requisitions submitted on Form AD–633, Multiuse Standard Requisitioning/Issue System Document, and individual line items on a specific requisition.

This procedure also provides instructions for direct online inquiry to the GSA Self-Service Stores/Customer Supply Center master file for querying accounting code and other master file data established at NFC for payment of GSA Self-Service Store/Customer Supply Center purchases.

FEDSINQ users can also add, update, retrieve, or delete the names and phone numbers of contact personnel at transmitting offices. These contacts are particularly helpful to NFC personnel when PC–FEDS documents reject to error suspense.

In addition, FEDSINQ users can view GSA supply catalog information, which includes the stock number, description, unit of issue, unit price, and NFC supply catalog date.

To access FEDSINQ, you must (1) have authorized security clearance and (2) use a terminal or personal computer that is connected to the mainframe computer at NFC. This section provides access security information and gives specific sign-on/sign-off instructions.

Remote Terminal Usage And Security

FEDSINQ resides on the mainframe computer at NFC. To access the mainframe, use your telecommunications network. For information about connecting to and disconnecting from your telecommunications network, see the instructions that are provided with your specific network.

Access security is designed to prevent unauthorized use of systems and databases. For information about access security, including user identification numbers (user ID's), passwords, and obtaining access to a specific system, see the Remote Terminal Usage procedure, Title VI, Chapter 2, Section 1.

Sign-On

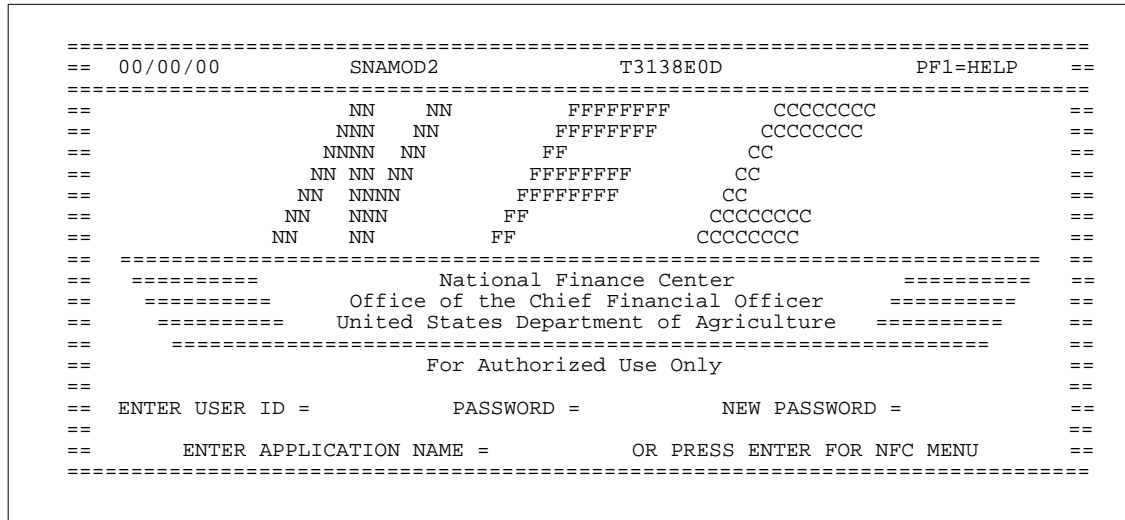To access FEDSINQ, display the NFC banner screen (**Figure 1**) on your terminal.

```
================================================================================
==  00/00/00          SNAMOD2              T3138E0D             PF1=HELP    ==
================================================================================
==                 NN    NN      FFFFFFFF       CCCCCCCC                    ==
==                 NNN   NN      FFFFFFFF       CCCCCCCC                    ==
==                 NNNN  NN       FF            CC                          ==
==                 NN NN NN      FFFFFFFF       CC                          ==
==                 NN  NNNN      FFFFFFFF       CC                          ==
==                 NN   NNN       FF            CCCCCCCC                     ==
==                 NN    NN       FF            CCCCCCCC                     ==
==  ========================================================================  ==
==    =========            National Finance Center          =========   ==
==     =========      Office of the Chief Financial Officer    =========   ==
==      =========    United States Department of Agriculture   =========   ==
==      ==================================================================   ==
==                        For Authorized Use Only                          ==
==                                                                         ==
==  ENTER USER ID =          PASSWORD =            NEW PASSWORD =           ==
==                                                                         ==
==      ENTER APPLICATION NAME =          OR PRESS ENTER FOR NFC MENU       ==
================================================================================
```

Figure 1. NFC banner screen

Then respond to the prompts as follows:

---

1 **Enter User ID**   *Required, alphanumeric; 8 positions max.*
Type your assigned user ID (e.g., **NF999**). Press **[Tab]**.

2 **Password**   *Required, alpha; 6–8 positions*
Type your password. Your user password is not displayed on the screen. Press **[Tab]**.

3 **New Password**   *Alpha; 6–8 poositions*
If your current password expires, type a new password. Press **[Tab]**. You may change your password any time but not more than once a day.

4 **Enter Application Name**   *Required, alpha; max. of 9 positions*
Type **FEDSINQ** and press **[Enter]**.

The FEDSTRIP (FEDSINQ) Remote Inquiry Signon screen (FD15) (**Figure 2**) is displayed.

☞ **Note** If NFC needs to communicate special system function messages, the Electronic Access Bulletin Board is displayed, before the FEDSTRIP (FEDSINQ) Remote Inquiry Signon (FD15) screen. For further instructions, see **Electronic Access Bulletin Board**.

```
   FD15                       NATIONAL FINANCE CENTER              DATE: 04/21/99
                       FEDSTRIP (FEDSINQ) REMOTE INQUIRY SIGNON    TIME: 09:39 AM



               ENTER YOUR AGENCY CODE:










          CLEAR = EXIT            PF1 = ADPS MENU        ENTER = PROCESS
```

Figure 2. FEDSTRIP (FEDSINQ) Remote Inquiry Signon screen (FD15)

At the FEDSINQ Remote Inquiry Signon screen (**Figure 2**), respond to the prompt as follows:

1̄ **Enter Your Agency Code**   *Required, alphanumeric; 2 positions*

Type your agency code (e.g., **11** = Forest Service) and press **[Enter]**. The FEDSTRIP Inquiry (FEDSINQ) Menu (FD20) (**Figure 5**) is displayed.

Instructions for using the FEDSTRIP Inquiry (FEDSINQ) Menu (**Figure 5**) begin on page 6.

Electronic Access Bulletin Board

When signing on to FEDSINQ, if the Electronic Access Bulletin Board screen is displayed, read the message(s) shown and press **[Enter]** to display the NFC Menu (**Figure 3**).

```
================================================================================
==  00/00/00      SNAMOD2      MENU for NFXXX    T3138E0D    10:49:06  CT    ==
================================================================================
==                                                                          ==
==  SELECT ONE:                                                             ==
==                                                                          ==
==     1. PAYROLL/PERSONNEL SYSTEMS                                         ==
==     2. FINANCIAL INFORMATION SYSTEMS                                     ==
==     3. PROPERTY MANAGEMENT INFORMATION SYSTEMS                           ==
==     4. ADMINISTRATIVE INFORMATION SYSTEMS                                ==
==     5. DEVELOPMENT SYSTEMS   <NFC ONLY>                                  ==
==     6. DATA BASE TEST SYSTEMS  <NFC ONLY>                                ==
==     7. MISSION ASSIGNMENT TRACKING SYSTEM  <GAO ONLY>                    ==
==     8. DIRECTIVES BULLETIN BOARD                                         ==
==  ENTER APPLICATION NAME OR SELECTION NUMBER ==>          PF11 = EXIT     ==
================================================================================
==                            MESSAGE BOARD                                ==
================================================================================
================================================================================
```

Figure 3. NFC Menu

Press **[Enter]** again to display the FEDSINQ Remote Inquiry Signon screen (**Figure 2**) and follow the instructions under **Sign-On**.

Sign-Off

To exit FEDSINQ, press **[Clear]** at any screen. The Logoff / Or Enter Task ID prompt (**Figure 4**) is displayed.

```
    CSSF LOGOFF / OR ENTER TASK ID
```

Figure 4. Logoff / Or Enter Task ID prompt

Press **[Clear]**. Type **bye** and press **[Enter]**.

The NFC Menu (**Figure 3**) is displayed. You are now disconnected from FEDSINQ. However, you are still connected to the mainframe and may select another application from the NFC Menu.

To disconnect from the mainframe, press **[PF11]** or a compatible function key. The NFC banner screen (**Figure 1**) is displayed. If you do not intentionally disconnect from the mainframe, you are automatically disconnected after your terminal is inactive for a short time.
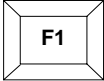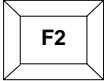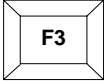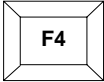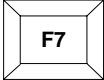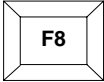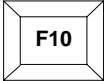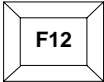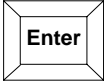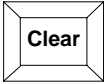
Operating Features

This section describes the system's special operating features.

Function Keys

Function keys include program function keys and other function keys. Program function keys are used to execute functions and display specific screens in the system. They are usually identified by [PA] (program attention), [PF] (program function), [SF] (special function), [SP] (special program), or [F] (function), depending on the equipment being used. Other function keys are **[Enter]**, **[Clear]**, and **[Tab]**. For instructions on your equipment usage, see the manufacturer's operating guide.

In FEDSINQ, applicable function keys are displayed at the bottom of each screen. All function keys in FEDSINQ are described below.

Function Keys

Key	Description
F1	Used to return to the **FEDSINQ Menu**.
F2	Used to **display the next record** under Task ID 07 and to **add a record** under Task ID 10.
F3	Used to **update a record** under Task ID 10.
F4	Used to **delete a record** under Task ID 10.
F7	Used to **scroll backward** to the previous record under Task ID 01 and Task ID 11.
F8	Used to **scroll forward** to the next record under Task ID 01 and Task ID 11.
F10	Used to **skip the next 10 records** under Task ID 01.
F12	Used to **cancel the current function** under Task ID 07 and Task ID 10.
Enter	Used to enter data into the system after you have typed it in at a screen.
Clear	Used to **exit FEDSINQ**.
Tab	Used to **move the cursor** from one field to the next.

Instructions follow for using the FEDSINQ Menu (**Figure 5**) and system options.

FEDSTRIP Inquiry (FEDSINQ) Menu

After you access FEDSINQ, the FEDSTRIP Inquiry (FEDSINQ) Menu (FD20) (**Figure 5**) is displayed.

```
     FD20                  NATIONAL FINANCE CENTER            DATE: 04/21/99
                         FEDSTRIP INQUIRY (FEDSINQ) MENU       TIME: 09:41 AM


               TASK ID       TITLE
               -------       -----------------------------------
                 01          FEDSTRIP REQUISITION INQUIRY
                 07          FEDSTRIP GSA STORE MASTER INQUIRY
                 10          TRANSMITTING OFFICE DATA
                 11          GSA SUPPLY CATALOG INQUIRY




                        ENTER DESIRED TASK ID:


        CLEAR = EXIT   PF1 = ADPS MENU   PF2 = AGENCY MENU   ENTER = PROCESS
```

Figure 5. FEDSTRIP Inquiry (FEDSINQ) Menu (FD20)

The menu provides a list of available options (referred to as *tasks*), as described below:

01. FEDSTRIP Requisition Inquiry. Used to retrieve data for a particular requisition. An AD–633 must be forwarded to NFC to establish the master record for a requisition each time a purchase is made. Once the master record is established, Task 01 may be used to query the status of a requisition at any time.

07. FEDSTRIP GSA Store Master Inquiry. Used to retrieve information on stored master accounting for GSA Self-Service Stores/Customer Supply Centers. The GSA requisitioner number/activity address code (AAC) for each GSA Self-Service Store/Customer Supply Center is established once a year. An ongoing account is maintained so that an AD–633 is not required each time a purchase is made. Once a master record is established, Task 07 may be used to query GSA Self-Service Stores/Customer Supply Center master account data at any time.

10. Transmitting Office Data. Used to add, update, retrieve, or delete the names and phone numbers of contact personnel at transmitting offices. Contact information is particularly helpful to NFC personnel when PC-FEDS documents reject to error suspense.

11. GSA Supply Catalog Inquiry. Used to view GSA supply catalog information, which includes the stock number, description, unit of issue, unit price, and NFC supply catalog date. This information may be used to validate GSA stock numbers, reduce preparation errors, and prevent over obligation of agency funds.

To select a task on the FEDSINQ Menu (**Figure 5**), type the task ID number at the Enter Desired Task ID prompt and press **[Enter]**. The screen for the selected task is displayed.

Instructions follow for selecting and using each task.

FEDSTRIP Requisition Inquiry *(Task ID 01)*

FEDSTRIP Requisition Inquiry is Task 01 on the FEDSINQ Menu (**Figure 5**). This task is used to retrieve data on a particular requisition.

To select this task, type **01** at the Enter Desired Task ID prompt on the FEDSINQ Menu. Press **[Enter]**.

A cleared FEDSTRIP Requisition Inquiry screen (FD01) (**Figure 6**) is displayed.

```
   FD01                        FEDSTRIP REQUISITION INQUIRY        DATE: 04/21/99
                                                                   TIME: 09:41 AM
                                       REQUISITION DATE SERIAL
                DOCUMENT NUMBER:
                STATUS:

     DOCUMENT ID:        STOCK NO:                 DEBIT BILLED AMT:
     ROUTING ID:         UNIT OF ISSUE:            DEBIT BILLED QTY:
     MEDIA-STATUS CODE:  QUANTITY:                 DEBIT BILL NUMBER:
     SUPP ADDRESS:       UNIT PRICE:               CREDIT BILL AMT:
     SIGNAL CODE:        ADVICE:                   CREDIT BILL NUMBER:
     FUND CODE:          OBJECT CLASS:             SUPPLY STATUS/ACTIONS:
     DISTRIBUTION:       OBLIG. REGISTER:
     PROJECT CODE:       LAST PAY SCHED NO:
     PRIORITY CODE:      BATCH NUMBER:
     REQUIRED DATE:      ENTRY DATE:
     AGENCY:             ACCOUNTING STATION:
     UNIT:               EXTEND VALUE:
       TREASURY SYMBOL          ACCOUNTING CLASSIFICATION        DISTRIBUTION




     CLEAR=EXIT, ENTER=INQUIRE, PF1=FEDS MENU, PF7=PRIOR, PF8=NEXT, PF10=SKIP 10 RDS
```

Figure 6. FEDSTRIP Requisition Inquiry screen (FD01)

Respond to the prompt as follows:

---

1 **Document Number**

Required, alphanumeric; 14 positions max.
  - To retrieve all data under a particular requisition, type the GSA requisitioner number/activity address code (AAC) *(6 positions)*.

  - To retrieve all data on a particular date, type the GSA requisitioner number/AAC *(6 positions)* and the Julian date *(4 positions)* only.

  - To retrieve a specific record under a particular requisition, type the GSA requisitioner number/AAC *(6 positions)*, the Julian date *(4 positions)*, and the serial number *(4 positions)*.

Press **[Enter]**.

Status data is displayed as described below:

2 **Status**

No-entry field
The status of the requisition is system generated. The status code provides information to the originator of a requisition relative to the processing stage of a

requisition (e.g., *NT* = open-sent to GSA by requisitioner). (See the FEDSTRIP Operating Guide (FOG) for a complete list of status codes.)

If the GSA requisitioner number/AAC and the Julian date are typed in, the first record under a particular requisition and date is displayed.

If the GSA requisitioner number/AAC, the Julian date, and the serial number are typed in, data fields for a specific record under a particular requisition are displayed.

- To query another requisition, type the next document number over the existing number. Press **[Enter]**. The requisition data for the selected document number is displayed.

- To return to the FEDSINQ Menu (**Figure 5**), press **[PF1]**.

- To view the previous record, press **[PF7]**.

- To view the next record, press **[PF8]**.

- To skip 10 records, press **[PF10]**.

- To exit FEDSINQ, press **[Clear]**.

FEDSTRIP GSA Store Master Inquiry *(Task ID 07)*

FEDSTRIP GSA Store Master Inquiry is Task 07 on the FEDSINQ Menu (**Figure 5**). This task is used to retrieve information on stored master accounting for GSA Self-Service Stores/Customer Supply Centers.

To select this task, type **07** at the Enter Desired Task ID prompt on the FEDSINQ Menu. Press **[Enter]**.

A cleared FEDSTRIP GSA Store Master Inquiry screen (FD07) (**Figure 7**) is displayed.

```
   FD07                     FEDSTRIP GSA STORE MASTER INQUIRY      DATE: 04/21/99
                                                                   TIME: 09:42 AM

   TYPE OF ACCOUNT               REQUISITIONER    AGENCY INTERNAL USE CODE


   AGENCY :                      FUND CODE:                   ACCOUNTING STATION:
   ENTRY DATE:                   BATCH NUMBER:                LAST USED:

                                 ACCOUNTING LINE 1
          ACCOUNTING                           DISTRIBUTION     TREASURY SYMBOL


                                 ACCOUNTING LINE 2
          ACCOUNTING                           DISTRIBUTION     TREASURY SYMBOL


                                 ACCOUNTING LINE 3
          ACCOUNTING                           DISTRIBUTION     TREASURY SYMBOL


   PLEASE ENTER REQUISITION NUMBER AND INTERNAL AGENCY USE CODE
   PF1 -  MENU                   PF2 -  NEXT RECORD            PF12 -  CANCEL
   CLEAR -  EXIT                 ENTER -  INQUIRY
```

Figure 7. FEDSTRIP GSA Store Master Inquiry screen (FD07)

Respond to the prompts as follows:

1	**Requisitioner**	*Required, alphanumeric; 6 positions*
		Type the GSA requisitioner number/activity address code (AAC).

2	**Agency Internal Use Code**	*Optional, numeric; 4 positions*
		Type the agency internal use code if available.

To retrieve a specific record under a particular master account, type the GSA requisitioner number/AAC and the agency internal use code if available.

Press **[Enter]**.

If the GSA requisitioner number/AAC and the agency internal use code are typed in, data fields for a specific record under a particular master account at a GSA Self-Service Store/Customer Supply Center are displayed.

👉 **Note** If the original record was typed in with the GSA requisitioner number/AAC and the agency internal use code, then both fields must be used to query the accounting data. If only the GSA requisitioner number/AAC is typed in, the error message *Key Of Record Not Found On Data Set FEDS0118* is displayed.

- To query another record, type the next requisitioner number/AAC and the agency internal use code if available over the existing number. Press **[Enter]**. The accounting data for the selected record is displayed.

- To return to the FEDSINQ Menu (**Figure 5**), press **[PF1]**.

- To display the next record, press **[PF2]**.

- To cancel the current function, press **[PF12]**.

- To exit FEDSINQ, press **[Clear]**.

Transmitting Office Data *(Task ID 10)*

Transmitting Office Data is Task 10 on the FEDSINQ Menu (**Figure 5**). This task is used to add, update, retrieve, or delete the names and phone numbers of contact personnel at transmitting offices.

To select this task, type **10** at the Enter Desired Task ID prompt on the FEDSINQ Menu. Press [Enter].

A cleared FEDSTRIP Update Or View Tables, Transmitting Office Data screen (FD10) (**Figure 8**) is displayed.

```
   FD10                          FEDSTRIP                   DATE: 04/21/99
                           UPDATE OR VIEW TABLES            TIME: 09:43 AM
                          TRANSMITTING OFFICE DATA


   LOCATION CODE:

   AGENCY CODE:

   CONTACT PERSON:

   TELEPHONE:      (       )        -            EXT.




    PLEASE ENTER LOCATION CODE

   PF1= FEDS MENU    PF2 = ADD RECORD     PF3 = UPDATE RECORD    PF4 = DELETE RECORD
   ENTER = INQUIRY                        PF12 = CANCEL          CLEAR = EXIT
```

Figure 8. FEDSTRIP Update Or View Tables, Transmitting Office Data screen (FD10)

Instructions follow for performing the functions in this task.

Adding Transmitting Office Data *(For NFC Use Only)*

At the FEDSTRIP Update Or View Tables, Transmitting Office Data screen (**Figure 8**), complete the fields as follows:

| 1 | **Location Code** | *Required, alphanumeric; 6 positions* |

Type the GSA requisitioner number/activity address code (AAC).

☞
Note

The first 2 positions must be **12**.

| 2 | **Agency Code** | *Required, alphanumeric; 2 positions* |

Type the agency code.

3	**Contact Person**	*Required, alpha; 35 positions max.*

Type the name of the contact person.

4	**Telephone Number**	*Required, numeric; 10 positions*

Type the telephone number of the contact person.

5	**Extension**	*Optional, numeric; 4 positions*

Type the extension if it exists.

After typing in the data, press **[PF2]**.

If you type the location code with the first 2 positions other than **12**, the message ***Location Prefix Must Be 12** **On Add*** is displayed.

If the data does not pass system edits, an error message is displayed at the bottom of the screen. Correct the errors and press **[PF2]**. After all edits are satisfied, the record is added and the message ***Addition Successful** **On Add*** is displayed.

- To add another record, press **[PF12]** to refresh the screen and repeat the process.

- To perform another function, press the applicable key at the bottom of the screen.

Changing Transmitting Office Data *(For NFC Use Only)*

At the FEDSTRIP Update Or View Tables, Transmitting Office Data screen (**Figure 8**), complete the fields as follows:

1	**Location Code**	*Required, alphanumeric; 6 positions*

Type the GSA requisition number/AAC.

Note

The first 2 positions must be **12**.

After typing in the data, press **[Enter]**.

Previously stored transmitting office data is retrieved and displayed on the screen.

Press **[PF3]**.

Type the correct data in the appropriate field(s) as follows:

2	**Agency Code**	*Optional, alphanumeric; 2 positions*

Type the corrected agency code.

3	**Contact Person**	*Optional, alpha; 35 positions max.*

Type the corrected name of the contact person.

4	**Telephone Number**	*Optional, numeric; 10 positions*

Type the corrected telephone number of the contact person.

5	**Extension**	*Optional, numeric; 4 positions*

Type the corrected extension if it exists.

After typing in the data, press **[Enter]**.

If the data does not pass system edits, an error message is displayed at the bottom of the screen. Correct the errors and press **[Enter]**. After all edits are satisfied, the record is updated and the message ***Changes Completed** **On Change*** is displayed.

- To change another record, press **[PF12]** to refresh the screen and repeat the process.

- To perform another function, press the applicable key at the bottom of the screen.

Querying Transmitting Office Data

At the FEDSTRIP Update Or View Tables, Transmitting Office Data screen (**Figure 8**), complete the fields as follows:

1	**Location Code**	*Required, alphanumeric; 6 positions*

Type the GSA requisitioner number/AAC.

Note

The first 2 positions must be **12**.

After typing in the data, press **[Enter]**.

If the data is not on file, the message *Record With Key Entered Not Found On File* is displayed.

If the data is on file, transmitting office data is displayed as described below with the message ***Inquiry Successful** **On Inquiry**.*

2	**Agency Code**	*No-entry*

The agency code is system generated.

3	**Contact Person**	*No-entry*

The name of the contact person is system generated.

4	**Telephone Number**	*No-entry*

The telephone number of the contact person is system generated.

5	**Extension**	*No-entry*

The extension of the contact person is system generated if it exists.

- To query another record, press **[PF12]** to refresh the screen and repeat the process.

- To perform another function, press the applicable key at the bottom of the screen.

Deleting Transmitting Office Data *(For NFC Use Only)*

At the FEDSTRIP Update Or View Tables, Transmitting Office Data screen (**Figure 8**), complete the fields as follows:

---

1 **Location Code**   *Required, alphanumeric; 6 positions*
                         Type the GSA requisitioner number/AAC.

👉 The first 2 positions must be **12**.
Note

After typing in the data, press **[Enter]**. The transmitting office data is displayed. Press **[PF4]**. The message *Do You Want To Delete This Record (Y/N)?* is displayed. Type **Y**. Press **[Enter]**.

The message ***Deletion Successful** **On Delete*** is displayed.

If you type **N**, the message ***No Deletion Made** **On Delete*** is displayed.

- To delete another record, press **[PF12]** to refresh the screen and repeat the process.

- To perform another function, press the applicable key at the bottom of the screen.

GSA Supply Catalog Inquiry *(Task ID 11)*

GSA Supply Catalog Inquiry is Task 11 on the FEDSINQ Menu (**Figure 5**). This task is used to view GSA supply catalog information which includes the stock number, description, unit of issue, unit price, and NFC supply catalog date.

To select this task, type **11** at the Enter Desired Task ID prompt on the FEDSINQ Menu. Press **[Enter]**. A cleared FEDSTRIP GSA Supply Catalog Inquiry screen (FD11) (**Figure 9**) is displayed.

```
   FD11                        FEDSTRIP                  DATE: 04/21/99
                         GSA SUPPLY CATALOG INQUIRY      TIME: XX:XX PM


   STOCK NUMBER
   DESCRIPTION:
   UNIT OF ISSUE:
   UNIT PRICE:
   SUPPLY CATALOG DATE:


   PF1  = FEDS MENU
   PF7 = PRIOR RECORD
   ENTER = INQUIRY
   PF8 = NEXT RECORD
   CLEAR= EXIT
```

Figure 9. FEDSTRIP GSA Supply Catalog Inquiry screen (FD11)

Respond to the prompt as follows:

| 1 | **Stock Number** | *Required, alphanumeric; 15 positions max.*
Type the stock number.

Press **[Enter]**.

If the stock number is found on the file, the description, unit of issue, unit price, and NFC supply catalog date are displayed.

If the stock number is not found on the file, the message *Stock Number Is Not On The GSA Supply Catalog File* is displayed.

- To query another record, type the next stock number over the existing stock number. Press **[Enter]**. The GSA supply catalog information for the selected stock number is displayed.

- To return to the FEDSINQ Menu (**Figure 5**) press **[PF1]**.

- To view the previous record, press **[PF7]**.

- To view the next record, press **[PF8]**.

- To exit FEDSINQ, press **[Clear]**.

Heading Index

This index provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.